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UNITED STATES DEPARTMENT OF AGRICULTURE  
Production and Marketing Administration  
Washington 25, D. C.

November 13, 1945

MARKET NEWS AND GRADING DIVISION MEMORANDUM NO. AD-107

To: Officers in Charge, Market News and Grading Division

From: Fred J. Beard, Chief, Market News and Grading Division,  
Livestock Branch

Subject: Compensation on Holidays

As a result of numerous inquiries regarding the handling of Time and Attendance Reports (Forms 72 or 72a) and overtime reports (Form 302) occasioned by the observance of holidays, the following rules will apply:

1. Where a holiday falls on an employee's "non-work" day or on a work day and he performs services, he should be shown on the Form 72 or 72a as having worked and overtime claimed on Form 302.

2. Where a holiday falls on an employee's "non-work" day and he performs no services it should be shown on Form 72 or 72a accordingly and no Form 302 is to be submitted.

3. Where a holiday falls on an employee's "work day" and he performs no services it should be shown as a "holiday" on Form 72 or 72a and no Form 302 is to be submitted.

*Fred J. Beard*



